

2004 ANNUAL REPORT  
of the  
INDIANA COMMISSION ON PROPRIETARY EDUCATION  
to  
GOVERNOR MITCH DANIELS  
and the  
INDIANA GENERAL ASSEMBLY



June 7, 2005

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## COMMISSIONER'S REPORT

The following report summarizes the Calendar Year 2004 activities of the Indiana Commission on Proprietary Education (COPE) in fulfilling its regulatory responsibilities as prescribed in the Indiana Code (IC 20-1-19 *et seq*). This report was prepared by the COPE staff to provide interested parties with an overview of the Commission's accreditation functions.

The number of schools subject to COPE's regulation continues to grow. The agency currently regulates approximately 150 schools, including more than 200 campuses and 30,000 students. The fields of Massage, Allied Health, Business, and Technology continue to generate a great deal of interest, as evidenced by new school applications and added programs.

COPE continues to work closely and cooperatively with other regulatory stakeholders, including a variety of state agencies and accrediting bodies, with the goal of supporting the business and educational effectiveness of the schools under our regulation.

The student records of defunct schools continue to provide a heavy work load for COPE as many former students, graduates, employers, and the United States Department of Education contact us for various types of verification or information regarding grades, drop or graduation dates, and type of diploma or degree conferred. COPE staff recovered an estimated 21,800 student transcripts from the 9 schools which closed in 2004.

When the 1971 General Assembly created the Indiana Private School Accrediting Commission, now known as the Commission on Proprietary Education, the purpose was to: "...protect students, educational institutions, the general public, and honest and ethical operators of proprietary schools from dishonest and unethical practices." After more than 30 years of operation, the Commission continues to work for the improvement of proprietary education in Indiana and continues to uphold its original purpose. One result of those efforts was realized with the implementation of the Career College Student Assurance Fund. The rules for the Fund were finalized in 2003, and contributions began being collected in October, 2004. In December, 2004, the first payments from the Fund were certified by the Commission, allowing for full payment of refunds that were due several students beyond the capacity of the surety bonds that were in effect.

## **PUBLICATIONS**

### **Application Packets**

The commission supplies prospective school operators with an information packet outlining the procedures and all of the requirements for beginning a school. Besides the relevant chapter of the Indiana Code (20-1-19) and COPE's Rules and Regulations (Indiana Administrative Code 570), the packet contains copies of the forms that applicant institutions must complete before starting business. Twenty-seven persons requested that a packet be mailed to them during the past year. This is a decrease over 2003 and is a direct result of the packet's availability on-line.

### **Other Publications**

The commission is no longer publishing a hard copy of the Directory of Accredited Institutions. August of 1996 was the last year the commission published and distributed the Directory of Accredited Institutions. Staff regularly refers callers to the COPE web site ([www.in.gov/cope](http://www.in.gov/cope)) that contains up-to-the minute information about schools under its jurisdiction. Unfortunately, staff currently has no measuring system to determine the number of inquiries satisfied through the web site.

## **ACCREDITATION ACTIVITY**

During 2004 the commission regulated the activities of 220 institutions or locations: 155 in-state and 65 out-of-state.

<b>Accreditation Level</b>	<b>In-State</b>	<b>Out-of-state</b>
Fully Accredited	118	63
Accredited with Recommendations	1	0
Candidate	0	0
Applicant	18	0
Defunct	9	0
Revocation	1	0
Not Under IC 20-1-19	5	1
No Longer Doing Business	<u>3</u>	<u>1</u>
Total	155	65



## School Visitations

Commission staff made approximately 40 school visitations during 2004. This is a slight decrease in the number visited in 2003 and 2002. Staff is pleased that it has been able to maintain its field activity in a climate of decreased funding for agency operations including travel expenses. Visits by COPE's Director of Veterans Education are reported elsewhere in this report. An accreditation specialist also visited each new applicant institution as part of the application process. In addition, the Commissioner and other staff members called frequently upon institutions to inspect new facilities, make jurisdictional determinations, pick up school records and review files.

## On-Site Evaluations

On-site evaluations of a school's programs, instructors, and physical facilities by qualified evaluators are an essential part of COPE's accreditation process. Normally, evaluation teams are comprised of three outside persons and one COPE accreditation specialist. Commission field staff organized and conducted 18 on-site evaluations during 2004. This is a 150% increase in the number of evaluations conducted in 2003. It does reflect a more normal number of evaluations, however, as a result of the completion of the probationary period of a newly hired accreditation specialist. The names of the institutions evaluated and the status granted are listed below.

<u>Name of Institution</u>	<u>Status Granted</u>
Academy of Reflexology	Fully Accredited
American Certified Massage	Fully Accredited
Cardiovascular Studies	Fully Accredited
Center for Vital Living	Fully Accredited
Commercial Driver Institute	Fully Accredited
Current Technologies Computer Learning Center	Fully Accredited
Healthy Lifestyle	Fully Accredited
Indiana College of Commerce	Fully Accredited
Indiana Graduate School of Management	Fully Accredited
Lantech Technical Education Center	Fully Accredited
Mark Kendra	Pending Board Action
New Horizons	Fully Accredited
Professional Career Academy	Fully Accredited
Signal Learning/Productivity Point International	Fully Accredited
TechSkills	Fully Accredited
Teresa's School of Therapeutic Massage	Fully Accredited
The Academy of Neurodiagnostics and Cardio- Vascular Studies	Fully Accredited
The Locksmith School	Fully Accredited
Vocational Training and Placement Services	Applicant, then Revoked

In addition to the on-site evaluations the COPE field staff organizes and conducts, they also serve as observers for evaluations conducted by national accrediting bodies. COPE staff participated on 13 evaluation teams conducted by two national accrediting bodies, the Accrediting Commission of Independent Colleges and Schools, (ACICS) and the Commission on Massage Therapy Accreditation (COMTA).

Schools evaluated, accrediting body, and the status granted is listed below.

<b>School and Location</b>	<b>Accrediting Body</b>	<b>Status Granted</b>
Alexandria School of Scientific Therapeutics, Alexandria, IN	COMTA	Accredited
Indiana Business College, Anderson, IN	ACICS	Accredited
Indiana Business College, Columbus, IN	ACICS	Accredited
Indiana Business College, Evansville, IN	ACICS	Accredited
Indiana Business College, Fort Wayne, IN	ACICS	Accredited
Indiana Business College, Indianapolis, IN	ACICS	Accredited
Indiana Business College, Lafayette, IN	ACICS	Accredited
Indiana Business College, Marion, IN	ACICS	Accredited
Indiana Business College, Muncie, IN	ACICS	Accredited
Indiana Business College, Terre Haute, IN	ACICS	Accredited
International Business College, Fort Wayne, IN	ACICS	Accredited
Sawyer College, Hammond, IN	ACICS	Accredited
Sawyer College, Merrillville, IN	ACICS	Accredited

## **On-Site Evaluation Teams**

COPE regularly invites qualified persons from the ranks of business, education, and industry to help evaluate petitioning institutions. The commission gratefully recognizes the following 48 public-spirited citizens who served as evaluators during 2004. Special thanks to those individuals who are dedicated to the improvement of vocational and technical education and have served as team members on multiple occasions to assist in the achievement of that goal.

<b><u>School Evaluated</u></b>	<b><u>Names of Evaluators</u></b>
Academy of Neurodiagnostics and Cardiovascular Studies	Marcia Alpuche Prudence Green Charlene Raelson
All American CDL Training	Clarence Golden Jeff Moeller
American Certified Massage	Michelle Green Candace Lindstrom Rosemary Zimmerman
Center for Vital Living	Vickie Soliday Margie Cangeny-Lane Susan Clark Sheri Ballard
Cleveland Woodworking Academy	Kent Gilchrist Doug Chisholm
Commercial Driver Institute	Edward Bates Edward Skalka Fred Weagley
Current Technologies	Randy Becker Jeff Lundy George Schaffer
Healthy Lifestyle School of Massage Therapy	Steve Anderson Keri Brown Margie Cangeny-Lane
Indiana College of Commerce	Julie Dominguez Dollie Schulz Kimberly Seitzinger
Indiana Graduate School of Management	Steven Duphy, Ph.D. Sara Linton, Ph.D. George P. Miga

**School Evaluated**

Lantech Technical Education Center

Locksmith School

Mark Kendra Dental Assisting School

New Horizons

Professional Career Academy

Signal Learning Center

TechSkills

Teresa's School of Therapeutic Massage

Vocational Training and Placement Services

**Names of Evaluators**

Dave Brokaw

Jerra Hood

Jim Stewart

Jan Cornett

Doug Drummond

Barry McKinney

Denise Buehler

Gina Franklin

Tina Kottka

Bob Dralle

James Wolfe

Ann Gramling

Phil LaRoche

Tony LaRoche

Randy Becker

Dick Pyle

George Schaffer

Bob Dralle

Mark Powers

Jay VanSanten

Steve Anderson

Annette Butler

Vickie Soliday

Clarence Golden

Jeff Moeller

Jeff Weber

## **Degree Programs**

The accreditation staff is responsible for evaluation requests from institutions for new degree approval and for reviewing materials for renewal of degree authority. During 2004 a total of 63 new degree requests were evaluated and 63 were granted. During the same period 25 degrees were reviewed for renewal and were granted.

### **New Degrees Granted**

<b>School</b>	<b>New Degrees Granted</b>
Alexandria School of Scientific Therapeutics	(AAS) Swedish & Phrimmer Massage Therapy
Ball Memorial Hospital Association	(AAS) Radiologic Technology
Davenport University – Merrillville	(AAS) Health Information Technology (AAS) Information and Computer Security (AAS) Network Security
Davenport University – South Bend - Mishawaka	(AAS) Information and Computer Technology (AAS) Computer Networking
Decker College	(AAS) Information and Computer Security (AAS) Network Security (AAS) Web Development
DeVry University – Indianapolis	(AAS) Carpentry Science (AAS) Electrical Science (AAS) HVAC Science (MS) Accounting and Financial Management (BS) Biomedical Informatics (BS) Business Administration (BS) Computer Information Systems (AAS) Electronics and Computer Technology (MS) Business Administration (AAS) Health Information Technology (MS) Human Resource Management (MS) Information Systems Management (MS) Project Management (MS) Public Management (MS) Telecommunications Management (AAS) Network Management (MS) Network Management

<b>School</b>	<b>New Degrees Granted</b>
Embry-Riddle Aeronautical University	(AS) Aircraft Maintenance (AS) Technical Management (BS) Technical Management (MS) Technical Management
ITT Technical Institute – Fort Wayne	(BS) Business Accounting Technology (BS) Business Administration (BS) Criminal Justice
ITT Technical Institute - Indianapolis	(AAS) Business Accounting Technology (BS) Business Accounting Technology (AAS) Business Administration (BS) Business Administration (BS) Business Administration – Project Management (AAS) Criminal Justice (BS) Criminal Justice (BS) Criminal Justice – Cyber Security
ITT Technical Institute - Newburgh	(AAS) Information Technology – Computer Network Systems (AAS) Information Technology – Multimedia (AAS) Information Technology – Software Applications & Programming (AAS) Information Technology – Web Development
Indiana Business College – Evansville	(AAS) Medical Assisting
Indiana Business College – Fort Wayne	(AAS) Surgical Technology
Indiana Business College – Indianapolis	(AAS) Criminal Justice (AAS) Home Technology Integrator (AAS) Medical Assistant
Indiana Business College – Indianapolis Medical	(AAS) Laboratory Technician (AAS) Medical Coding Technology
Indiana Business College – Lafayette	(AAS) Health Claims Examiner

<b>School</b>	<b>New Degrees Granted</b>
Lincoln Technical Institute	(AAS) Architectural Drafting Design & CAD Technology (AAS) Collision Repair and Refinishing Technology (AAS) Diesel & Truck Certified Automotive Technology (AAS) Electronic Systems Technician (AAS) Master Certified Automotive Technology (AAS) Master Certified Technology with High Performance (AAS) Mechanical Drafting, Design & CAD Technology
NOVA Southeastern University – Indianapolis	(EdD) Education Studies
NOVA Southeaster University – Whiting	(DBA) Business Administration

### **Degree Renewals Granted**

<b>School</b>	<b>Degree Renewals Granted</b>
Ball Memorial Hospital Association	(AAS) Radiologic Technology
Embry Riddle Aeronautical University	(AS) Professional Aeronautics (BS) Professional Aeronautics (MAS) Aeronautical Science
ITT Technical Institute – Newburgh	(AAS) Information Technology – Computer Network Systems (AAS) Information Technology – Multimedia (AAS) Information Technology – Software Applications & Programming (AAS) Information Technology – Web Development
Indiana Business College – Evansville	(AAS) Administrative Assistant (AAS) Business Administration (AAS) Medical Assisting (AAS) Medical Records Technology (AAS) Professional Accounting

<b>School</b>	<b>Degree Renewals Granted</b>	
Indiana Business College – Medical	(AAS)	Medical Assisting
Indiana Business College – Terre Haute	(AAS)	Administrative Assistant
	(AAS)	Business Administration
	(AAS)	Professional Accounting
International Business College – Fort Wayne	(AAS)	Legal Administration
NOVA Southeastern University – Indianapolis	(EdD)	Child and Youth Studies
NOVA Southeastern University – Whiting	(DBA)	Business Administration
Professional Careers Institute	(AAS)	Massage Therapy/Medical Assistant
Sawyer College – Hammond	(AAS)	Computer Technology Programming
	(AAS)	Database Management Administrator
	(AAS)	Network Administration Engineer
Sawyer College – Merrillville	(AAS)	Computer Technology Programming (AAS) Network Administration Engineer



## **Complaints And Administrative Hearings**

As a part of its consumer protection responsibility, the commission works with students and school officials to resolve complaints. After a staff determination is made, either the complainant or the institution may request an Administrative Law Judge Hearing in order to reconsider the original findings of the commission staff. During 2004, the staff reviewed twenty-nine (29) complaints and held four (4) Administrative Law Judge Hearings.

### **Formal Complaints**

<b>Formal Complaints</b>	<b>Commission Staff Findings</b>
All American CDL Training / Chris Ostby	Found in favor of student
All American CDL Training / James Sigo	Found in favor of student
Barbizon Modeling and Entertainment Center - Evansville / Brooke Southwell	Found in favor of the school
Barbizon Modeling and Entertainment Center - Evansville / Maria Wright	Found in favor of the school
Barbizon Modeling and Entertainment Center - Evansville / Maggie Work	Found in favor of the school
Delta Career Academy / Jason Dickerson	Found in favor of the student
Indiana Business College - Indianapolis / Jason Spencer	Found in favor of the school
Indiana College of Bodywork Modalities / Christina Richey	Found in favor of the school
Indiana College of Bodywork Modalities / Scott Stockholm	Found in favor of the student
Lewis School and Clinic of Massage Therapy / Samantha Wade	Found in favor of the school
MedTech College / Veronica White	Found in favor of the student
Midwest Academy of Healing Arts / Kendall Jackson	Found in favor of the school
Midwest Academy of Healing Arts / Leanna Manrique	Found in favor of the school
North America Driving Academy / Christopher McGee	Found in favor of the student
Novus International Travel School / Colleen Moore	Found in favor of the student

**Formal Complaints****Commission Staff Findings**

Professional Career Academy / Andrew Steele	Found in favor of the student
Professional Career Solutions / James Beaty	Found in favor of the student
Professional Careers Institute / Holly Beaver	Found in favor of the school
V-TAPS / Jermaine Douglas	Found in favor of the school
V-TAPS / Tracy Gatewood	Found in favor of the student
V-TAPS / David Eugen Hill	Found in favor of the student
V-TAPS / Johnathan Jaggers, Jr	Found in favor of the student
V-TAPS / William Kimpflein	Found in favor of the student
V-TAPS / James R. Lainhart	Found in favor of the student
V-TAPS / Dennis Puhovac	Found in favor of the student
V-TAPS / Jerry Carl Samuels, Jr.	Found in favor of the student
V-TAPS / Robert Smith	Found in favor of the student
V-TAPS / Michael Tischendorf	Found in favor of the student
V-TAPS / Natasha Venancio	Found in favor of the student

**Administrative Law Judge Hearings****Administrative Law Judge Hearings****Administrative Law Judge Findings**

Indiana College of Bodywork Modalities / Christina Richey	Found in favor of student
Lewis School and Clinic of Massage Therapy / Samantha Wade	Found in favor of the school
Novus International Travel School / Colleen Moore	Found in favor of the school
Professional Career Solutions / James Beaty	Found in favor of the school

### **Schools Ceasing Operation In Indiana**

<b>School</b>	<b>Status Action</b>	<b>Date</b>
Cleveland Institute of Electronics, Cleveland, OH	Not Doing Business in Indiana	1/4/04
Healing Arts Institute, Shelbyville, IN	Defunct	9/18/04
Hook Up Drivers, Joplin, MO	Not Doing Business in Indiana	7/6/04
Indiana College of Bodyworks and Pain Treatment Center, Indianapolis, IN	Defunct, Accreditation revoked by Commission	6/9/04
Indiana College of Hypnosis, Milford, IN	Defunct	10/14/04
Methodist Hospitals Diagnostic Medical Sonography, Merrillville, IN	Defunct	7/27/04
Midwest Holistic School of Massage, Valparaiso, IN	Defunct	7/27/04
NCA Group Training Center, Indianapolis, IN	Defunct	5/1/04
National-Louis University, Wheeling, IL	Not Doing Business in Indiana	7/6/04
Vocational Training and Placement Services, Jeffersonville, IN	Accreditation (applicant status) revoked through staff action	9/13/2004

### **Schools Determined Not Under the Jurisdiction of IC 20-1-19**

<b>School Name</b>	<b>Date of Determination</b>
GMOR International Theological Institute of America, Munster, Indiana	10/25/04
Hands on Technology, Chelmsford, Massachusetts	12/22/04
Institute of Biomechanics, Indianapolis, Indiana	07/07/04
Teamsters Union Local 142 , Gary, Indiana	03/15/04
Telos Institute International, Indianapolis, Indiana	03/01/04
Trinity Faith-Based University, Gary, Indiana	12/14/04

### **Agent Activity**

A total of 475 agent permits were issued during 2004. This is about 10 more than were issued in 2003 and indicates a return to a more normal level of recruitment activity compared to other years.

#### **Agent Permits Issued**

<u>Type of Permit</u>	<u>Number Issued</u>
New Agent	270
Renewal	135
Complimentary	70

### **Institutional Bonding**

Schools regulated by COPE are required to post an institutional bond to cover students' claims for loss and damages caused by the school. The bond formula varies according to the institution's annual tuition income.

The following table illustrates the amount of bond and the number of schools in each category. This list includes in-state and out-of-state schools doing business in Indiana.

#### **Current Bonding Levels**

<u>Institutional Bond Amounts</u>	<u>No. of Schools</u>
\$5000 to \$9,999	69
\$10,000 to \$24,999	20
\$25,000 to \$49,999	17
\$50,000	69

## **CONSUMER ASSISTANCE**

### **Telephone Assistance**

The commission staff assists many persons through telephone inquiries. Assistance is provided to school personnel, other state government agencies, enrolled students, prospective students, business and industry, and the general public regarding the many facets of postsecondary proprietary education. While there is currently no system available to identify the exact number of telephone calls the commission receives, the commission staff continues to spend much of its time communicating with the public by telephone. To more efficiently assist callers, the direct line of each staff member is published and callers now have a “pick” list of staff to select from the automated attendant line. Expanded access provides the public with the staff member that can best assist them. This continues to be a helpful and efficient tool.

### **School Records Management**

When an institution closes, the commission is responsible for recovering the student records. During 2004, commission staff secured the records of three schools that closed. These school records are listed below with the approximate volume of student files.

Indiana College of Bodywork Modalities	1 file box
Valparaiso Technical Institute	4 file boxes
Vocational Training and Placement Services (V-TAPS)	9 file boxes

The commission has in the past reported the number of transcripts serviced by staff during the year. However, the commission, by public request, is beginning to go far beyond servicing transcripts. The staff gives information regarding financial aid, referrals, services academic files, supplies supporting information for federal loan forgiveness, provides school account cards, transcripts, and course descriptions. The commission serviced over 1,041 information requests during 2004, which represents a continuing pattern of increased assistance to the public.

The following list identifies the number and type of record assistance provided.

150	Official Transcript requests filled
160	Student Transcript requests filled
34	Documents issued for information purposes such as copies of catalogs
28	Transcripts were not located
0	Duplicate diplomas or copies of degrees were issued
43	Written verifications for employment (This does not include verbal confirmation requests)
223	Letters generated
396	Transcript request forms mailed or faxed. This does not include the number of request forms downloaded from the Commission’s web site.

## **Tuition Refunds**

Over the past years the commission has conducted a number of formal hearings to obtain refunds from institutional surety bonds. In addition, the implementation of the Career College Student Assurance Fund has allowed the Commission to provide full refunds to students who would not have otherwise been fully compensated through the bonds alone. In 2004, a total of 21 claims against surety bonds were certified by the Commission for payments totaling \$29,008.93. An additional \$12,880.15 in refunds to seven students was certified for payment out of the newly-implemented Career College Student Assurance Fund

## **VETERANS EDUCATION UNIT**

### **Indiana State Approving Agency**

The State Approving Agency (SAA) works in partnership with the Federal and State government in the administration of the education and training benefits earned by our veterans, members of the reserves, and other eligible persons. The general mission or purpose of the SAA is as follows: (1) to promote and safeguard quality education and training programs for all veterans and other eligible persons; (2) to ensure greater educational and training opportunities to meet the changing needs of veterans; and (3) to assist the Veterans Administration in preventing fraud, waste and abuse in the administration of the GI Bill.

### **Approval Activity**

The SAA Performance Log and Quarterly Report verified 2,588 completed actions on written requests for program or policy evaluations. A response action is to be taken within fourteen days for maximum efficiency or timeliness. The SAA was able to accomplish a 95% efficiency performance goal for processing the application evaluations within the specified time.

Two new schools or training facilities applications for approval were forwarded to the VARO for final processing or review to assure fulfillment of the applicable Federal and/or State codes. Those two new facilities were as follows: DeVry University – Indianapolis Campus and the American College of Sports Medicine, a non-governmental certification testing center.

### **Supervisory Visits**

The purpose of the annual supervisory visits (87) incorporates a review of academic transcripts, curricula plan and academic term certifications to determine if veterans and other eligible persons are pursuing courses required for the designated degree completion and to determine if the students are advancing in accordance with the

institutions approved standards of progress. The visits assist in the development of a good working relationship with school personnel to answer their questions, provide training and encourage sensitivity to veterans' benefits and needs. In addition, the visit provides an opportunity to assess continuing adequacy of facilities, equipment, qualifications of staff or other approval criteria for continued compliance with the Federal and State regulations.

### **Expanded Horizons**

Operation Expanded Horizons was implemented to encourage those individuals entitled to receive VA Educational Assistance funds to utilize their benefits by fulfilling degree requirements at the post-secondary institutions within the State of Indiana. The SAA fulfills that role to prospective VA students by supplying requested information regarding approved programs available at each institution.

<b>Summary of Activity</b>	<b>Number</b>
Logged Approval Applications	2,588
New Facilities	2
Withdrawn Approval (Programmatic)	97
Supervisory Visits	87
Inspection Visit for New Facility	6
Visits for Technical Assistance	2
Expanded Horizons Communications	181





## **2003/2004 ANNUAL FINANCIAL REPORT**

General Fund Revenues: Fees of \$59,870 were reported in fiscal year 2003/2004. Fee revenue decreased 2% from fiscal year 2002/2003.

General Fund Expenditures: 2003/2004 expenditures increased 2% from the previous fiscal year. This increase was due in part to:

1. "Personnel Services" increased 1% with wage & fringe increases in December 2003.
2. "Services Other" increased by 75% with additional mailing of copies requested by the Inspector General of the U.S. Department of Education, which were not reimbursed.
3. "Services by Contract" increased by 40% due to a contract for an Administrative Law Judge and the contract for the ISD Bill-back program.

COPE's expenditures were under budget in most all categories. COPE reverted \$19,789.10 to the general fund at year-end. Total expenditures for the fiscal year ending June 30, 2004 were up 2% over the previous year.

On-Site Evaluation Fund: Institutions that are not nationally accredited must go through an initial on-site evaluation. Every fifth year after the initial award of fully accredited status, the institution will again undergo a complete on-site evaluation.

A total of 15 on-site evaluations were conducted during the fiscal year 2003/2004 at a total cost of \$4,166.14. The average cost of an on-site evaluation to an institution was \$277.77.

Veterans Education Fund: The Veterans Education Fund is a State Approving Agency funded by a contract with the U.S. Department of Veterans Affairs. In FY 2003/2004, the Veterans Education Fund was increased to include funds to support a new program called Outreach Activities. This program's intent is to spend more time educating and training veterans as to the educational and vocational opportunities available to them through the U.S. Department of Veterans Affairs.

### **Supporting Documentation**

1. Statement of Comparative Revenues and Expenditures
2. Statement of Itemized Expenditures/Encumbrances
3. State of Appropriation and Expenditures and On-Site Evaluation Fund
4. Veterans Education Fund

INDIANA COMMISSION ON PROPRIETARY EDUCATION  
GENERAL FUND  
Statement of Comparative Revenues and Expenditures  
For Fiscal Years Ending June 30, 2002, 2003 and 2004

Source of Revenues	Actual Amt. FYE 6-30-02	Percent (-INCR)/DECR	Actual Amt. FYE 6-30-03	Percent (-INCR)/DECR	Actual Amt. FYE 6-30-04
School Appl.	2,700.00	(1.15)	5,800.00	0.03	5,600.00
Agent Appl.	4,680.00	(3.18)	19,570.00	(0.07)	20,890.00
Certificate Fees	400.00	(0.88)	750.00	0.07	700.00
Accred. Renew.	9,450.00	(0.63)	15,430.00	0.00	15,400.00
Agent Renewal	3,660.00	(1.12)	7,760.00	(0.16)	8,980.00
Degree Application	1,200.00	0.00	10,700.00	0.00	6,400.00
Degree Renewal	1,700.00	0.00	1,300.00	0.00	1,900.00
Total Fees	<u>\$ 23,790.00</u>	(1.58)	<u>\$ 61,310.00</u>	0.02	<u>\$ 59,870.00</u>
Reimbursement VA-SAA Contract	<u>-</u>	0.00	<u>-</u>	0.00	<u>-</u>
Total Revenues	<u>\$ 23,790.00</u>	(1.58)	<u>\$ 61,310.00</u>	0.02	<u>\$ 59,870.00</u>
Expenditures:					
Personal Services	360,678.00	0.02	354,455.00	(0.01)	358,974.00
Services Other	9,816.00	0.22	7,642.00	(0.07)	8,198.00
Services by contract	9,877.00	0.13	8,629.00	(0.40)	12,077.00
Office Supplies	2,548.00	(0.04)	2,652.00	0.23	2,038.00
Office Equipment	-	0.00	4,236.00	0.00	3,454.00
Grants, Subsidies, Ref.	-	0.00	-	0.00	-
In-State Travel	2,997.00	(0.06)	3,179.00	0.05	3,012.00
Out-of State Travel	1,375.00	0.03	1,338.00	0.48	702.00
Total Expense	<u>\$ 387,291.00</u>	0.01	<u>\$ 382,131.00</u>	(0.02)	<u>\$ 388,455.00</u>
Total Cost to the State	<u>\$ 363,501.00</u>	0.12	<u>\$ 320,821.00</u>	(0.02)	<u>\$ 328,585.00</u>

INDIANA COMMISSION ON PROPRIETARY EDUCATION  
GENERAL FUND

Statement of Itemized Expenditures/Encumbrances  
For Fiscal Years Ending June 30, 2002, 2003 and 2004

ITEM	EXPENDITURES 2002-2003	EXPENDITURES 2003-2004	AMOUNT INCR	PERCENT INC/(DECR)
Personal Services:				
Salaries	250,229.00	258,501.00	\$ 8,272.00	0.03
Fringe Benefits	103,376.00	95,808.00	\$ (7,568.00)	(0.08)
Personal Services/Temps	-	-	\$ -	-
Commissioner Honorariums	850.00	800.00	\$ (50.00)	(0.06)
Legal Services-Contracted	-	3,866.00	\$ 3,866.00	0.00
Total Personal Services	<u>\$ 354,455.00</u>	<u>\$ 358,975.00</u>	<u>\$ 4,520.00</u>	0.01
Services Other Than Personal				
Postage	2,252.00	2,956.00	\$ 704.00	0.31
Telephone Service	5,109.00	4,214.00	\$ (895.00)	(0.21)
Other - SDO Reimbursement	280.00	1,028.00	\$ 748.00	0.73
Services Other	<u>\$ 7,641.00</u>	<u>\$ 8,198.00</u>	<u>\$ 557.00</u>	0.07
Services by Contract:				
Printing	\$ 203.00	\$ 329.00	126.00	0.38
Sftwr/PC Equipment	-	534.00	534.00	-
ISD Billback	1,495.00	4,293.00	2,798.00	0.651758677
Training	-	130.00	130.00	-
Copier	5,392.00	5,288.00	(104.00)	(0.02)
Telephone Equip/Services	1,122.00	1,285.00	163.00	0.13
Other	417.00	218.00	(199.00)	-0.91284404
Total Services by Contract	<u>\$ 8,629.00</u>	<u>\$ 12,077.00</u>	<u>\$ 3,448.00</u>	0.29
Supplies: Total	<u>\$ 2,652.00</u>	<u>\$ 2,038.00</u>	<u>\$ (614.00)</u>	(0.30)
Equipment: Total	<u>\$ 4,236.00</u>	<u>\$ 3,454.00</u>	<u>\$ 4,236.00</u>	1.00
In-State Travel: Total	<u>\$ 3,179.00</u>	<u>\$ 3,012.00</u>	<u>\$ (167.00)</u>	(0.06)
Out-of-State Travel: Total	<u>\$ 1,338.00</u>	<u>\$ 702.00</u>	<u>\$ (636.00)</u>	(0.91)
Grand Totals	<u><u>\$ 382,130.00</u></u>	<u><u>\$ 388,456.00</u></u>	<u><u>\$ 11,344.00</u></u>	0.02

INDIANA COMMISSION ON PROPRIETARY EDUCATION  
GENERAL FUND

Statement of Appropriation and Expenditures  
For the Fiscal Year Ending June 30, 2004

Major Object Classification	Budget Appropriation	Expenditure	Amount Under/(Over) Budget	Amount Under/(over -) Percentage
Personal Services	\$ 389,349.00	\$358,974.00	\$ 30,375.00	0.08
Service Other	-	8,198.00		(8198.00)
Service/Contracts	19,977.00	12,077.00	7,900.00	0.40
Office Supplies	5,046.00	2,038.00	3,008.00	0.60
Equipment	4,652.00	3,454.00	1,198.00	0.26
Grants, Subsidies, Ref.	-	-	-	#REF!
In-State Travel	6,000.00	3,012.00	2,988.00	0.50
Out-of-State Travel	1,500.00	702.00	798.00	0.53
Totals	<u>\$ 426,524.00</u>	<u>388,455.00</u>	<u>\$ 46,267.00</u>	0.11

INDIANA COMMISSION ON PROPRIETARY EDUCATION  
ON-SITE EVALUATION FUND  
Fiscal Year Ending June 30, 2004

Starting Account Balance 7-1-2003	\$1,000.00
Revenues:	
On-Site Billings FY 2003-2004	4,166.44
Disbursements:	
On-Site Expenses FY 2003-2004	<u>4,166.44</u>
Ending Account Balance 6-30-2004	\$1,000.00

TOTAL ON-SITE EVALUATIONS FOR FISCAL YEAR 2003-2004: **15**

INDIANA COMMISSION ON PROPRIETARY EDUCATION  
VETERANS EDUCATION FUND  
Fiscal Year Ending June 30, 2004

Beginning Account Free Balance 7/1/2003	\$ 73,156.00
Carryover from FY 02/03	\$ 3,338.00
Revenues Received (Federal Contract)	<u>\$ 73,148.00</u>

Total Funds	\$ 149,642.00
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Disbursements Breakdown:

Salary & Fringe	\$72,332.00
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Travel

In-State Travel	\$ 1,659.00	
Out-of-State Travel	<u>\$ -</u>	\$1,659.00

Other Operating Expenses

Services other than Personal	\$784.00	
Services by Contract	\$2,252.00	
Supplies	\$172.00	
Computers	\$55.00	
Grants/Subsidies	<u>\$8,137.00</u>	\$11,400.00

Less Total Disbursements	<u>\$85,391.00</u>
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Ending Account Free Balance 6/30/2003	\$ 64,251.00
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Add: Outstanding Adjustment	\$ 412.00
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Fund Working Balance 6/30/2004	<u><u>\$ 64,663.00</u></u>
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INDIANA COMMISSION ON PROPRIETARY EDUCATION

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